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04.30500 REAL ESTATE APPRAISER SELECTION PROCESS

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### 04.30502 <u>Scope</u>

This method establishes the requirements for the appraiser selection process.

### 04.30503 <u>Purpose</u>

The purpose outlines to use of the Real Estate Appraiser Selection Process to screen for high quality Real Estate appraisal services at a fair and competitive price.

### 04.30504 References

Real Estate Appraisal Policy	04.301
Real Estate Appraisal Preparation and Review Standards	04.302
Real Estate Appraisal Procedures	04.303
Procurement and Contracting	07.100
Supplier Diversity and Outreach M/WBE Rule	40E-7, Part VI

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04.30505 Definitions

Appraiser Properly qualified individual who estimates the

value of real estate.

ARC Appraiser Review Committee.

Review Appraiser An appraiser who examines the reports of other

appraisers to determine whether their conclusions are consistent with the data reported and other

generally known information.

### 04.30509 Introduction

The District recognizes a need to effectively and cost efficiently acquire real property. This includes a committed effort from personnel in the Department of Construction and Land Management and the Office of Counsel. Part of this effort is focused on obtaining professional real estate appraisals.

It is the goal of the District to develop and maintain a Real Estate Appraiser Selection Process to assure that the District receives high quality Real Estate appraisal services at a fair and competitive price.

### 04.30510 Real Estate Appraiser Selection Process

### Performed By:

Appraiser Review Committee

To assure the selection of the most qualified appraisers for each region, the Appraiser Review Committee (ARC) will review and approve the appraiser list. The committee members (or designees) will be:

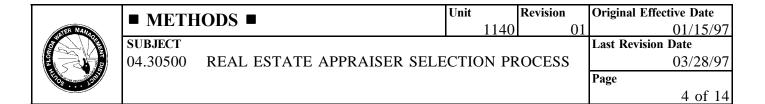
- Director, Construction and Land Management Department
- Director, Real Estate Division
- Real Estate Counsel
- Director, Survey and Mapping Division
- Director, Land Stewardship Division.

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Performed By: Economic Evaluation Unit

### A. Appraiser List:

- 1. Periodically, the Economic Evaluation Unit will advertise within the District boundaries to solicit for fee appraisers interested in performing District appraisal assignments. Appraisers may apply for the District's approved appraiser list at any time and the ARC will consider their applications. The respondents will be requested to supply the following information:
  - a. Name and address of place of business.
  - b. Individual resume for appraisal staff to include appraisal designations (currently certified), educational background, state certification, and appraisal experience including specialized appraisals for wetlands, agricultural properties and eminent domain proceedings.
  - c. Typical hourly or daily rate charged for principal staff and appraisers.
  - d. Listing of counties and courts where applicant has been accepted as an expert witness.
  - e. A copy of a recent appraisal completed for eminent domain purposes or a suitable substitute. This is not necessary if previously on approved list.
  - f. Minority or women owned business certification from the District.
  - g. Current references from attorneys.
  - h. Primary and secondary appraisal region preference.
- 2. After the District receives the responses, the Chief Appraiser and staff of the Economic and Evaluation Unit (EEU) will evaluate each applicant according to appraisal region and qualifications.
- 3. The EEU and the ARC will give consideration to minority appraisal businesses in each region according to District policy.



4. The ARC will review the appraiser applications and select the qualified appraisers for each region. These appraisers will comprise the appraisers list for the District. The following criteria, not necessarily listed in order of significance, will be used in selecting appraisers for the District list:

### Minimum Criteria:

- a. Senior level designation from an appraisal organization that is a member of the Appraisal Foundation.
- b. State certified general appraisal license.
- c. Experience in appraising agricultural lands, wetlands and environmental sensitive properties.
- d. Continuing appraisal education current/complete.
- e. Acceptable performance on past District assignments if applicable.

### Other Considerations for Appraiser List:

- a. Qualification as expert witness in eminent domain proceedings.
- b. Hourly rate charged for appraiser.
- c. Minority or Women Owned Business status.
- 5. The appraiser list will be amended by the ARC, when necessary, to make additions or deletions. To assist in this process, the EEU will make recommendations based on the performance of appraisers who have completed assignments for the District.

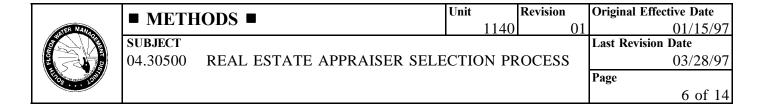
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**Performed By:** Chief Appraiser or Designee

### B. Appraiser Evaluation System:

1. Appraisals completed for the District are reviewed by the Chief Appraiser, and/or the Senior Review Appraiser, and the Review Appraiser. The appraiser's work performance is then evaluated. The evaluation criteria is set out below. A matrix has been established to weigh the various categories.

Definitions: Categories: Compliance Review There are ten headings of the Compliance Review and each is worth one point. Grading is done on the first report submitted. Clarity This considers if the written report is clear and easily understood. Content The report most accurately describe the Subject Property's topography, access, potential, etc. and its environment. Presentation The overall report must be well presented, in a flowing manner. This includes pictures, maps and other references. Few errors in original submission and any revisions. Responsiveness The appraiser is required to respond to review questions within five (5) days. Consider the overall accessibility and responsiveness of the appraiser. Highest & Best Use Must be clear and definitive. Does it support the value conclusion (i.e. is cattle ranching the highest and best use @ \$2500/acre?).



Methodology Description of what approaches were used and how appraisal problem is solved, including how the before and after is completed, and how the grazing reservation, etc. fits into estimate. Adequate Sales Sufficient number of sales, appropriate type of sales, adequate description of sales. Unit of Value Development of the unit of value to include any adjustments. Is the price per acres reasonable? Before & After Well developed analysis, consideration of damages, description of property before and after, highest and best use of both. **Final Conclusion** How well is the final number developed and does it represent what has been discussed in the report. Were the math calculations completed in a satisfactory

manner?

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Performed By:

Appraisal Review Committee

### C. Appraiser Selection

- 1. The ARC will select appraisers for appraisal assignments based on competitive proposals. These proposals are for professional services and selection criteria include the following:
  - a. Appraiser evaluation scores. See Exhibit 04.30599.01
  - b. Area experience evaluation. See Exhibit 04.30599.02
  - c. Minority Business Classification.
  - d. Number of current work assignments with the District.
  - e. Late penalties.
  - f. Fee estimate.
- 2. The Chief Appraiser or designee will prepare a memo compiling this information and present this to the ARC for consideration.

### 04.30599 <u>Exhibits</u>

- 01 Appraiser Evaluation Scorecard
- O2 Area Experience Form
- O3 Appraisal Report Compliance Review

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Date \_\_\_\_\_

APPRAISER SCORECARD - WITH BEFORE & AFTER
Appraiser
Subject Property
Appraisal Agreement No./ Work Order #
Reviewer

### **REVIEWER S OPINION**

<u>CATEGORIES:</u>	MAX. POINTS:	GRADING (1 - 10)	WEIGHT* (ROUNDED)	WEIGHED GRADE (ROUNDED)
Compliance Review	10		3%	
Clarity	10		3%	
Content	10		3%	
Presentation	10		7%	
Responsiveness	10		7%	
Highest & Best Use	10		7%	
Methodology	10		6%	
Adequate Sales	10		17%	
Unit of Value	10		17%	
Before and After	10		12%	
Final Conclusion	10		17%	
TOTAL POINTS - UNWEIGHTED	10		100%	
Extra Credit: Early Delivery Date	5			
FINAL WEIGHTED SCORE				

<sup>\*</sup>BASED ON MAXIMUM WEIGHTED POINTS OF: 89

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COMMENTS:		

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### AREA EXPERIENCE FORM SFWMD

### Appraisals:

- 3 points each, max. 15 points;
- 2 points for similar property type;
- 1 point for same county or close proximity

Date	Size	Type Property

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Briefly, what is appraisal (5 po	s your understar bints)	nding of the scop	oe of this assign	ment and what	is required to o	complete the

NOTE: Your company's form with similar data and discussion may be substituted for this form.

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### APPRAISAL REPORT COMPLIANCE REVIEW

APPRAISER/AGREEMENT #		PROJECT/	TRACT					
REVIEWER			DATE					
		YES	NO	PAGE	COMMENTS			
<u>INTRO</u>	<u>DUCTION</u>							
A.	Title Page (1) District Project Name (2) District Tract Number (3) Name & Address of Property Owner (4) Date of Inspection (5) Date of Valuation (6) Identification of the Appraiser							
B.	Executive Summary (Salient Facts)							
C.	Letter of Transmittal (1) Statement on Gov't Land Sales Not Included in Valuation (2) Statement on Rights Being Acquired (3) Statement Considering Title Policy (4) Statement on Policy Lands and Impact on Value (if applicable) (5) Statement on Terms & Conditions of Appraisal Agreement Were Followed							
D.	Statement of Limiting Conditions							
E.	District Certification							
F.	Purpose of Appraisal							
G.	Definition of Market Value							
Н.	Description of Rights or Interest Being Acquired: (1) Fee (2) Easement (3) Full Taking (4) Partial Taking (5) Oil, Gas, Mineral (6) Title Policy Considered or Not							

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A.	Date of	Property Inspect	ions								
-	<b>G</b>										
В.		nt Regarding Invitation Made to Owner			1		1				
	to Accompany Appraiser										
C.	Cubicat	Dhotographs					Т				
C.	Subject	Photographs									
<b>DESCI</b>	RIPTION_C	F PROPERTY									
A.	General	Area Description	n & Analysis								
						<u> </u>					
B.	Neighbo	rhood Description	on & Analysis								
C	Duomonte	. Decemination									
C.		Description General Descript	ion to Include D	racant Uca		1	Т				
		Zoning/Land Use		iesent Use	-						
		Assessment and '			-						
	(3) $I$	Assessment and	rax Data								

Utilities

Size & Shape

Legal Access

Legal Description

sketch or plat of the property showing:Boundary Dimensions

District Map - Surveys

Partial Taking Valuation

(a)

(b)

(c)

Description and Sketches of:

Location of Improvements

Larger Parcel Part Taken

Remainder to Include Access

Topography & Soil Conditions

Property History & Analysis of Prior Sales

Appraisal reports for whole takings shall contain a

Other Significant Property Features

Description of Improvements

(4)(5)

(6)

(7)

(8) (9)

(10)

Maps

(1) (2)

(3)

(4)

D.

E.

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<u>HI</u>	GHES	ST & BEST USE					
	A.	Definition					
	B.	Analysis and Conclusion:					
		(1) As Vacant					
		(2) As Improved (if applicable)					
		(3) Not for Government Use					
		(4) Highest and Best Use of the Remainder					
ΑF	PPRAI	ISAL PROCESS & DOCUMENTATION					
-44							
	A.	The appraisal shall include all applicable approaches to value. If an approach is not considered applicable, then the					
		appraiser shall state why. All pertinent calculations used in					
		developing the approaches shall be shown.					
		(1) Market Approach					
		(a) Sale Write-ups w/Verifications					
		(b) Deeds					
		(c) Sale Photographs					
		(d) Sale Charts w/Adjustments					
		(2) No Government Sales					
		(3) Sales Not Used (Chart Form)					
		(4) Cost Approach					
		(5) Income Approach					
		**	1 1	1			
	B.	Where two or more approaches to value are used, the					
	appraisal shall show the correlation of the separate						
		indications of value derived by each approach as well as a					
		reasonable explanation for the final conclusion of value.			1		
		-					
	C.	Exposure time estimated					
CT	Darr	NOATION OF WALLIATION					
<u>CF</u>	KIIF	ICATION OF VALUATION					
		A separate Certificate of Valuation is required for each					
		parcel being appraised. If there is an easement taking and a					
		fee taking from the same parcel, each one must have a					
		separate certification. A copy of the required certification	, ,				
		is attached to these guidelines.					
A T	DEN	DA AND EVHIDITS					
<u>A1</u>	<u>dden</u> A.	DA AND EXHIBITS  Location Map - should show location of subject in					
	л.	relation to general area.		1			
	B.	Comparability Map - indicates subject property					
		and location of sales.					

C.

Plat plan and/or other pertinent exhibits.